



SOLID WASTE ROUTING SPECIALIST

Purpose:

To actively support and uphold the City's stated mission and values. To perform micro-routing of solid waste collection services using experience-based techniques for problem solving, learning, and discovery as well as computer assisted routing tools to achieve maximum efficiencies and balance.

Supervision Received and Exercised:

Receives general supervision from management and/or professional staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Obtain data through an automatic vehicle locating system and visual on-site evaluations to design new routes; assist in monitoring route production levels to ensure optimum production; regularly adjust routes as needed to maintain accuracy and optimization of production and balance;
- Analyze data to develop optimized routing systems; perform self-conducted time studies and data analysis; make decisions and take action to correct unbalanced routes and change the type of collection service; collect and track operational production and performance data; develop processes for coordinating and disseminating production and performance data to supervisors and management; maintain accurate records;
- Promote and enforce all city, department and division policies and procedures;
- Communicate ideas and recommendations verbally and through written reports to management and staff; recommend procedural changes to improve employee safety and productivity; and form problem solving teams, as needed;
- Instruct and train personnel on designated routes and increased production techniques;
- Determine the equipment, tools and resources needed to complete assigned

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projects; and order/maintain adequate supplies for assigned duties;

- Communicate with the general public including answering customer service inquiries; participate in special activities such as outreach campaigns and community meetings;
- Perform other related duties as assigned.

Minimum Qualifications:

Experience:

Three years of full-time experience in a municipal or private solid waste collection operation with at least six months of GIS mapping or working with automated vehicle locating systems and/or Arc/GIS.

Education:

Equivalent to an Associate's degree from an accredited college or university with major course work in GIS, land surveying, computer science, civil engineering, CAD drafting, or degree related to the core functions of this position. A Bachelor's degree is preferred.

Licenses/Certifications:

Must possess and maintain a valid driver's license

Examples of Physical and/or Mental Activities:

- Work in a stationary position for considerable periods of time
- Extensive reading and close vision work
- May work alone for extended periods of time
- Operate city vehicles including light trucks and cars
- Operates computers, calculators and other office machines

Competencies:

<http://www.tempe.gov/home/showdocument?id=26274>

Job Code: 525

Status: Non Exempt / Classified